

**AUTHORITY:** No Child Left Behind.

**COMPLETION:** Voluntary. (Consideration for funding will not be possible if form is not filed.)

## STATE USE ONLY

Date Received

Project Number

## COMMUNITY SERVICE GRANT CONTRACTS APPLICATION FOR FISCAL YEAR 2003-2004

### PART A. APPLICATION COVER SHEET (0 Points)

<b>APPLICANT</b>	Legal Name of Applicant	Federal ID Number	Telephone (Area Code)
	Address	City	Zip Code
<b>CONTACT PERSON</b>	Name of Contact Person	Telephone (Area Code)	Fax Number (Area Code)
	Address	City	Zip Code
	E-Mail		
<b>PROJECT DIRECTOR/ COORDINATOR</b>	Legal Name of Agency/District	Telephone Number (Area Code/Local Number)	
	Name of Contact Person	E-Mail	
	Site		

**1. FUNDING STRATEGY**--Identify the type of program the grant contractor requests funds for and the amount of funds requested (select only one).

_____ Alternative Education---Small	200 or less students	\$ 75,000
_____ Alternative Education---Large	More than 201 students	\$125,000
_____ Secondary---Small	1000 or less students	\$ 75,000
_____ Secondary---Large	More than 1001 students	\$125,000

**2. SERVICE AREA**--Identify the service/target area(s) the requested funds will service: \_\_\_\_\_  
 \_\_\_\_\_ (school district, county, city, metropolitan area, etc.)

### PART B.

**ASSURANCES AND CERTIFICATION:** By signing this assurances and certification statement, the applicant certifies that it will agree to perform all actions and support all intentions stated in the Assurances and Certifications on pages 1a and 1b, and will comply with all state and federal regulations and requirements pertaining to this program. The applicant certifies further that the information submitted on this application is true and correct.

DATE \_\_\_\_\_ SUPERINTENDENT OR  
 AUTHORIZED OFFICIAL \_\_\_\_\_  
 SIGNATURE

TYPED NAME/TITLE \_\_\_\_\_

**MAILING INSTRUCTIONS:** The ORIGINAL and FOUR (4) copies of this application must be POSTMARKED by AUGUST 15, 2003 at the STATE address indicated above. (*Hand-delivered, e-mailed, and faxed applications will not be accepted.*)

## ASSURANCES AND CERTIFICATIONS

### -- FEDERAL PROGRAMS --

**INSTRUCTIONS:** Please attach ALL assurances to the application.

#### Certification Regarding Lobbying for Grants and Cooperative Agreements

No federal, appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of a federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal grant or cooperative agreement. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL "Disclosure Form to Report Lobbying," in accordance with its instructions. The undersigned shall require that the language of this certification be included in the awards documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

#### Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions

The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this transaction by any Federal department or agency. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

#### Assurance with Section 511 of the U.S. Department of Education Appropriation Act of 1990

When issuing statements, press releases, requests for proposals, solicitations, and other documents describing this project, the recipient shall state clearly: 1) the dollar amount of federal funds for the project, 2) the percentage of the total cost of the project that will be financed with federal funds, and 3) the percentage and dollar amount of the total cost of the project that will be financed by nongovernmental sources.

#### Assurance Concerning Materials Developed with Funds Awarded Under this Grant

The grantee assures that the following statement will be included on any publication or project materials developed with funds awarded under this program, including reports, films, brochures, and flyers: "These materials were developed under a grant awarded by the Michigan Department of Education."

#### Certification Regarding Nondiscrimination Under Federally and State Assisted Programs

The applicant hereby agrees that it will comply with all federal and Michigan laws and regulations prohibiting discrimination and, in accordance therewith, no person, on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education or the Michigan Department of Education.

#### Participation of Non-Public Schools

The applicant assures that private non-profit schools have been invited to participate in the grant program and participating schools have been consulted in assessing needs, planning, and implementing the activities of this application. The applicant shall maintain continuing administrative control and direction over funds and property that benefits students enrolled in private schools.

#### AUDIT REQUIREMENTS

All grant recipients who spend \$300,000 or more in federal funds from all sources are required to have an audit performed in compliance with the Single Audit Act. (*Effective November 1996.*)

## ASSURANCES AND CERTIFICATIONS (Continued)

### **-- FEDERAL PROGRAMS --**

#### Certification Regarding Title II of the Americans with Disabilities Act (ADA), P.L. 101-336, State and Local Government Services (for Title II applicants only)

The Americans with Disabilities Act (ADA) provides comprehensive civil rights protections for individuals with disabilities. Title II of the ADA covers programs, activities and services of public entities. Title II requires that "No qualified individual with a disability shall, by reason of such disability be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by such entity." In accordance with Title II ADA provisions, the applicant has conducted a review of its employment and program/service delivery processes and has developed solutions to correcting barriers identified in the review.

#### Certification Regarding Title III of the Americans with Disabilities Act (ADA), P.L. 101-336, Public Accommodations and Commercial Facilities (for Title III applicants only)

The Americans with Disabilities Act (ADA) provides comprehensive civil rights protections for individuals with disabilities. Title III of the ADA covers public accommodations (private entities that affect commerce, such as museums, libraries, private schools and day care centers) and only addresses existing facilities and readily achievable barrier removal. In accordance with Title III provisions, the applicant has taken the necessary action to ensure that individuals with a disability are provided full and equal access to the goods, services, facilities, privileges, advantages, or accommodations offered by the applicant. In addition, a Title III entity, upon receiving a grant from the Michigan Department of Education, is required to meet the higher standards (i.e., program accessibility standards) as set forth in Title II of the ADA for the program or service for which they receive a grant.

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SIGNATURE OF SUPERINTENDENT OR AUTHORIZED OFFICIAL

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DATE

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**PART C. GRANT PROGRAM DETAILS**  
**PROPOSAL NARRATIVE (100 Points)**

**1. TABLE OF CONTENTS (0 Points)**

Provide a table of contents with corresponding page numbers. Number each page of the application.

**2. PROJECT ABSTRACT/SUMMARY (15 Points)**

Explain briefly the school district's history of administering programming for suspended and expelled students, key components of readiness to accept this contract, capacity to administer programming, commitment to project, and the key people who will be involved with the project. Provide NO MORE THAN TWO (2) PAGES, single-spaced, summarizing the proposal. Attach pages to the application with the heading labeled "Project Summary." See the Grant Announcement Instructions for additional details to respond to this section and rubric for earning points.

**3. ASSESSMENT OF NEED (20 Points)**

The proposal must include documentation from several sources on the need for programs to be provided in the geographic area proposed to be served. The need for services must be well documented including the number of suspended and expelled students annually and identification of the number of offenders at the identified building(s). Data for violent and non-violent offenses for the previous three (3) academic years should be included. Proposals failing to meet these criteria will NOT be considered for funding. Provide NO MORE THAN THREE PAGES summarizing the need of the proposal.

**4. COMMUNITY COLLABORATION/SUPPORT (20 Points)**

Provide a description of the community resources that you intend to use to help sustain the proposed program. Provide a list of community service agencies/businesses willing to accept placements, train students, or help to identify placements. Provide NO MORE THAN TWO (2) PAGES summarizing all community collaboration that could be involved in your proposed project. Indicate whether this is a new or on-going partnership. Evidence of the involvement of local agencies or community members in the proposed program should also be included. In addition, provide a minimum of three (3) letters of intent for the proposal that indicates support from community service agencies/businesses willing to partner with the school and contribute to the program without duplicating efforts. **A letter of support from the local school district is required for consideration of this proposal and "counts" as one of the three letters required.**

**5. WORK PLAN/PROGRAM GOALS AND OBJECTIVES (15 Points)**

Activities proposed should be fully and clearly described for the period of September 1, 2003 through June 30, 2004. List the overall program goals and measurable, time-framed objectives. Objectives should be realistic, address the needs of the target population and work toward meeting the primary mission of this funding. Further, describe how youth input will occur and services implemented. See the Grant Announcement Instructions for additional details to respond to this section and rubric for earning points.

**6. CAPACITY (10 Points)**

Describe the administrative and organization structure within which the program will function. Describe the number of staff and/or volunteers who will participate on the team and include a description of the personnel who will administer the delivery of services. Finally, clearly describe the commitment to assess their school community, attend mandatory trainings/meetings, develop and implement a work plan, complete contract requirements, including evaluation, reporting, communication, and training.

**7. FINANCIAL PLAN PROJECTION (10 Points)**

The financial plan should be sufficient to achieve the proposed project, but not be excessive and show proposed expenses. See the Grant Announcement Instructions for additional details to respond to this section and rubric for earning points.

## **PART D. NARRATIVE PROGRAM DESCRIPTION (10 Points)**

### **Michigan State Board of Education Contract Strategic Goal and Strategic Initiatives**

The State Board of Education has adopted as its Strategic Goal "Attain substantial and meaningful improvement in academic achievement for all students/children, with primary emphasis on chronically underperforming schools and students." In addition, the State Board has adopted the following five Strategic Initiatives to implement the goal:

- 1) Ensuring Excellent Educators,
- 2) Elevating Educational Leadership,
- 3) Embracing the Information Age,
- 4) Ensuring Early Childhood Literacy, and
- 5) Integrating Communities and Schools.

To the greatest extent possible, explain how *one or more* of the Michigan State Board of Education five Strategic Initiatives will be addressed through the Community Service Grant Contract. Please limit the response to **not more than TWO (2)** typed sheets. Attach pages to application with the heading labeled "Narrative Program Description."

**PART E. BUDGET**

**INSTRUCTIONS:** The Budget Summary (1) and the Budget Detail (2) must be prepared by or with the cooperation of the Business Office using the Michigan School Accounting Manual (Bulletin 1022).

**1. BUDGET SUMMARY**

● **CFDA NUMBER:** 8 4 . 1 8 4 C

<b>LEGAL NAME OF APPLICANT</b>						
<b>RECIPIENT CODE</b>	<b>GRANT NUMBER</b>	<b>PROJECT NUMBER</b>	<b>PROJECT TYPE</b>		<b>ENDING DATE</b>	<b>FY of Approved Activity</b>
	<b>0 3 2 6 0 0</b>	<b>0 C S 0 3</b>	<input checked="" type="checkbox"/> Regular <input type="checkbox"/> 2 Carryover		M M D D Y Y <input type="text"/> 0 <input type="text"/> 6 <input type="text"/> 3 <input type="text"/> 0 <input type="text"/> 0 <input type="text"/> 4	<b>2 0 0 3</b>

**BUDGET:****OBJECTS:**

FUNCTION CODE	FUNCTION TITLE	SALARIES 1000	BENEFITS 2000	PURCHASED SERVICES 30000, 4000	SUPPLIES & MATERIALS 5000	CAPITAL OUTLAY 6000	OTHER EXPENSES 7000, 8000	<u>TOTAL</u>
110	Instruction -- Basic Programs							
120	Instruction -- Added Needs							
130	Instruction -- Adult/Continuing Ed.							
210	Pupil Support Services							
220	Instructional Staff Services							
230	General Administration							
240	School Administration							
250	Business Services							
260	Operation and Maintenance							
270	Pupil Transportation Services							
280	Central Support Services							
290	Other Support Services							
300	Community Services							
	SUBTOTALS (sum of ALL lines above)							
400	Outgoing Transfers & Other Transactions							
999	INDIRECT CHARGES --NOT ALLOWED--							
<b><u>TOTAL EXPENDITURES</u></b>								

**TOTAL AMOUNT REQUESTED**

<b>TRANSACTION PURPOSE:</b>	<b>AMOUNT OF CHANGE</b> (Use minus sign preceding decreases)
<input checked="" type="checkbox"/> Original <input type="checkbox"/> 2 Amendment	\$ _____

**2. BUDGET DETAIL ---**

Explain each line item that appears on the Budget Summary, using the indicated function code and title, on a plain sheet.

DATE	BUSINESS OFFICE REPRESENTATIVE (Type or Print)	SIGNATURE
DATE	PROJECT CONTACT PERSON (Type or Print)	SIGNATURE
	<b>Elizabeth Coke Haller</b>	
DATE	M.D.E. CONTACT PERSON (Type or Print)	SIGNATURE

● MDE certifies the application is complete and meets the program requirements set forth in statute.